

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 3.09.00
SUBJECT: JOB CLASSIFICATIONS, JOB DESCRIPTIONS
EFFECTIVE: AUGUST 1, 1999
REVIEW: AUGUST 2002, 2005, 2008

1. PURPOSE. The City of Beaverton prepares and publishes job classifications and job descriptions to inform position candidates as well as members in these positions of the job requirements and expectations.

2. JOB CLASSIFICATIONS. A job classification defines a promotional position. Example: Chief of Police, Captain, Lieutenant, Sergeant, etc.

- A. Job classifications consist of:
- General summary (of the position)
 - Essential functions (performed)
 - Other functions (performed)
 - Knowledge required for entry
 - Skills/abilities required for entry
 - Minimum qualifications required for entry
 - Licensing/special requirements
 - Working condition

3. JOB DESCRIPTIONS. A job description defines an assignment within a job classification. Example: Lieutenant-Detectives, Sergeant-Training, Police Officer-Traffic, Police Officer-Detective, etc.

- A. Job descriptions consist of :
- Exempt or non-exempt status
 - Description of job (purpose and how it functions within the department)
 - Description of duties (major duties and percentage of time duties are performed)
 - Job related decision making (the kinds of decisions likely to be made by the position)
 - Review of work (who reviews the work of the position, kind of review and how often, purpose of the review)

4. PREPARATION FOR PROMOTION OR ASSIGNMENT. Members of the department that intend to participate in a promotional or assignment appointment process are encouraged to be familiar with the job functions, job knowledge, and skills/abilities needed to perform successfully. A higher degree of knowledge and skills/abilities will enhance the potential for promotion or assignment appointment.

5. PERFORMANCE EXPECTATIONS. Members of the department currently in a classification or assignment are expected to have prepared themselves to successfully perform in the position. Members that do not possess the knowledge and skills/abilities at the time of promotion or assignment are expected to schedule themselves or facilitate through the training unit that education and/or training that will make their performance consistent with their job classification or job description, supervisor expectations, and unit and department goals.

6. EVALUATION CRITERIA. Members will be held responsible for fulfilling each aspect of their respective job classification and job description. Job descriptions and job classifications will be considered by supervisors when annual or probationary performance evaluations are completed.

Chief of Police	Date
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